



Human Resources

DATE POSTED: February 18, 2005

REQ. # 05-050

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position will remain posted for at least five (5) working days from 02-18-05 TO 02-24-05.

DEPARTMENT/DIVISION
GROWTH MANAGEMENT

POSITION AVAILABLE
ASSISTANT DIRECTOR

OF OPENINGS
1

STARTING SALARY
\$49,403.74 / year

COMMENTS
Driving Position

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 623
PAY GRADE: 24
SALARY: \$49,403.74 - \$78,754.62
ASST. GROWTH MANAGEMENT DIRECTOR

MAJOR FUNCTION: Responsible administrative position under the direction of the Growth Management Director.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Planning principles and practices and current County and local development trends, statistical and other research techniques; office management policy and procedures, problems affecting human and physical resources, record keeping as it relates to building and public administration, etc.

Abilities: Ability to direct and coordinate staff activities. Ability to supervise the maintenance of complex administrative records and prepare reports. Ability to maintain satisfactory working relationships with employees, government officials, private organizations, and the general public. Ability to supervise professional, clerical staff, including assignment of work and review of same. Ability to be effective and diplomatic in written and oral communications in contact with local, state and federal officials and the general public.

ESSENTIAL JOB FUNCTIONS: Serves as a staff advisor to the Planning and Zoning Commission/local Planning Agency and other boards and committees as directed. Determines data needs and sources. Reviews and evaluates operations in terms of needs and effectiveness and recommends changes where appropriate. Analyzes and evaluates pertinent data; prepares comprehensive reports on the basis of such data; reviews the activities involved in the issuing of building, electrical, and plumbing and mechanical permits; reviews all activities of code enforcement; interprets zoning ordinances and other ordinances which the department is directed to enforce. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near and far vision and good hearing. Periodic walking and standing. Ability to lift occasionally 30 pounds. Ability to operate County automobile continuously for a period of one hour.

ENVIRONMENTAL CONDITION REQUIREMENTS: Nearly constant work inside the office in a sedentary posture. Periodic meetings with Department staff. Periodic attendance at meetings inside and outside the County office buildings. Occasional field trips to unimproved and improved development sites, agricultural areas and wilderness areas.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work. Occasional field visits to undeveloped areas, agricultural areas and areas under development, with attendant hazards.

SAFETY EQUIPMENT USED OR NEEDED: Occasional need for hard hat.

EDUCATION: A graduate degree in urban and regional Planning or public administration.

EXPERIENCE: Five years of relevant professional experience in a supervisory, technical, or administrative capacity. A comparable amount of training or experience may be substituted for minimum requirements.

LICENSE, CERTIFICATION OR REGISTRATION: Valid Florida driver's license, or ability to obtain within one month of employment. Good driving record.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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